

VENDOR INFORMATION

The City of Albany Office of Special Events invites businesses to participate in the numerous opportunities that exist for food vendors during special events produced by the City. All events are presented free to the public.

Vendor opportunities exist in multiple Albany locations, including Washington Park and the Albany Riverfront/Corning Preserve.

Please note: Prospective vendors must complete an application and return it with payment to the Special Events Office in order to be considered for participation. Applications are available online approximately two-to-three months prior to an event. Vendor spaces are granted on a first come/first served basis and are evaluated by an independent committee for completeness. All vendors must meet the criteria listed in each application in order to be considered for the event. Due to the high volume of applications and limited space at each event, spaces are occasionally sold out prior to the application deadline. Potential vendors are encouraged to contact the Special Events Office for a current status on space availability. Walk-in vendors are NOT permitted at any time.

Please see the list of current vendor event applications below. For more information, call the Special Events Office at (518) 434-2032 or E-Mail: kosac@ci.albany.ny.us

CURRENT VENDOR EVENT APPLICATIONS

- Alive at Five

April 11, 2011

Dear Prospective Vendor,

Please find attached the food vendor application for the 2011 Alive at Five Concert Series. The concert series dates are June 2nd, June 9th, June 16th, June 23rd, June 30th, July 7th, July 14th, July 21st, July 28th, and August 4, 2011. All of the Alive at Five's will be held at the Albany Riverfront/Corning Preserve. Vendors will only be allowed to use a tent set-up for all concerts.

The vendor permit fee for the full ten-week series is \$3,000.00. Vendors must be available for the entire ten-week series to be considered. **The permit fee must be submitted with the vendor application and is due no later than May 6, 2011.**

Prospective vendors must complete an application and return it with payment to the Special Events Office in order to be considered for participation. Vendor spaces are limited and are granted on a first come/first served basis in the following categories: (1) ice-cream; (2) sausage & peppers; (3) hamburgers & hotdogs; (4) pizza; (5) chicken; (6) other. Applications are evaluated by an independent committee for completeness. Applications will be examined and evaluated to determine whether each vendor meets the requirements of this application based on the following criteria:

- * Vendor's demonstrated capabilities, professional qualifications, and experience.
- * The wherewithal of the Vendor to render the requested services to the City.
- * Total proposed costs (quality and price of food)
- * Completeness of the application.
- * Presentation of booth and signs
- * Experience in providing food vendor services in similar events
- * How Vendor's food items fit into the spirit and character of the event

Please be advised that the City reserves the right to remove any vendor, at any time, from vending during the concert series, without refund, if vendor is in violation of the City's Policies and Procedures.

Also, in keeping with Albany's "Going Green" initiative, the City prohibits the use of polystyrene foam containers, cups, or bowls. Please review policy and procedure rule # 9 for additional details.

This year the City DOES NOT have a soft drink sponsor. Vendors may use their brand of choice.

If you have any questions or concerns regarding Alive at Five, please contact me at (518) 434-5415. On behalf of the Office of Special Events and Volunteer Services, we value your participation and interest in City of Albany events. We look forward to working with you to make the Alive at Five concert series a huge success!

Catherine A. Kosa
Vendor Coordinator

VENDOR PERMIT APPLICATION
2011 Albany Alive at Five Concert Series
Thursday Evenings, June 2nd - August 4, 2011

Application deadline for food vendors is May 6, 2011

Fill out completely and please print:

Name: _____
Last First

BusinessName: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: (work) _____ (home) _____ Sales Tax I.D/ S.S.# _____

Menu with prices (Please provide a complete menu, include beverages and prepackaged foods). Circle one category that you would like to be considered for: (1) ice-cream; (2) sausage & peppers; (3) hamburgers & hotdogs; (4) pizza; (5) chicken; (6) other

Food Vending Experience and References:

Booth space size: 20' X 10': Vendor should attach a diagram and/or photo of booth and any signs/menus to be used.

Permit Fee: \$3,000 for 10 week concert series, (make check or money order payable to the City of Albany). No Refunds in case of rain, concerts will be held at the boat launch area under I-787.

Vendors must provide their own electricity, water, tables and chairs.

The terms and conditions of my participation include adherence to the policies and procedures attached to this application. My signature affixed hereto is confirmation that I have read these policies and procedures and will abide by its terms.

Signature of Vendor: _____
Print Name and Title: _____

Please send to:

**The City of Albany Office of
Special Events and Volunteer Services
4th floor City Hall
Albany, NY 12207
Attn: Cathy Kosa**

2011 Albany Alive at Five Concert Series
Policies and Procedures

1. Only one business or organization may operate in each booth space, sharing of booth space with other businesses or organizations is prohibited. Booth/tent space may not be reassigned or sublet. Vendors may not distribute, display, or sell products, literature, or other items from any business or organization other than the one specifically contracted with the City of Albany Alive At Five Committee to rent the booth or tent space.
2. City of Albany Alive at Five Committee reserves the right to change the location, dates, hours, or to terminate entirely the operation of the scheduled event, at any time and without prior notice to the vendor. City of Albany Alive at Five Committee will make reasonable efforts to provide advance notice to vendors of any changes or cancellations.
3. Items and products:
 - a. A Vendor Application must be completed, including a full list of all items or products to be sold, distributed free or sampled. These must be approved by City of Albany Alive at Five Committee prior to the start of the series.
 - B Nothing may be sold or distributed free without prior consent of the City of Albany Alive at Five Committee.
4. General Rules for Vendors:
 - a. Vendors must provide their own water, electricity, tables and chairs.
 - b. Vendors must make their own arrangements for transport of their products, equipment, etc. to and from their exhibit spaces; festival personnel are not available to assist, and the festival cannot provide storage space for product, equipment, literature, etc. for vendors.
 - c. Vendors must take full responsibility for set-up and other display material. City of Albany Alive at Five Committee will establish set-up and takedown times.
 - d. Vendors must have personnel present and in their booths at all times during the official operating hours of the series: 5pm to 8pm
 - e. Vendors may not open or close earlier or later than the official operating hours, without express permission of City of Albany Alive at Five Committee.
 - f. Vendors must keep all displays, merchandise, etc. within the confines of the tent or space itself.
 - g. Vendors must keep boxes and cartons out of sight.
 - h. Vendors must maintain a neat and clean area, also provide refuse bags to condense and secure all waste produced by the booth.
 - i. Vendors may not hawk, peddle, sell, or advertise outside the assigned area.
 - j. Vendors may not distribute literature or other items to passers-by while standing outside of the assigned area.
 - k. Vendors may not have music or conduct activities that may be disruptive to neighboring Vendors, passers-by or City of Albany Alive at Five Committee reserves the right to make such determinations.
 - l. Vendors must return the areas to their pre-event condition (if repair and cleaning costs are incurred and City of Albany Alive at Five Committee determines Vendor is responsible, the Vendor will be billed for the cost of the repair.) Also the Vendor must comply with the September 1, 1992 New York State Source Separation Law when vending in the City of Albany (separate all waste for proper recycling and disposal).
 - m. Vendors must comply with the event's parking regulations.
 - n. No vehicles (cars, trucks, trailers, etc.) of any type may be driven on the grass or sidewalks or parked on or near Vendor's assigned location during the event.
 - o. City of Albany Alive at Five Committee may, for publicity purposes use any photographs/slides and information received or obtained.
 - p. Vendors must operate their business in a professional manner. At the discretion of the City of Albany Alive At Five Committee, any Vendors, or any agent, or employee of the Vendor who do not conduct himself or herself, in a professional manner and according to the policies contained herein may be removed from the festival. Festival coordinators reserve the right to remove any objectionable merchandise from any booth.
 - q. Vendors that are using an electric generator or any other motor must soundproof that device to the satisfaction of the City of Albany Alive at Five Committee.
 - r. If requested, vendors shall provide receipts of merchandise sold to purchaser. Refunds will also be given if the purchaser is unsatisfied with quality.
 - s. **Exhibitors that are cooking and/or vending food products (other than using deep-fryers) shall at all times have a 10lb minimum, commercial grade, ABC-type fire extinguisher within the permitted exhibition space. Exhibitors that are using deep fryers shall at all times have a 6-liter, K-type fire extinguisher within the permitted exhibition space. Exhibitors shall allow the Albany Fire Department to inspect said fire extinguisher, as well as the permitted exhibition space. The Albany Alive at Five Committee maintains the right to close any exhibit not in compliance with the above policy.**
5. Permits/Certificates:
 - a. Vendors are solely responsible for collecting and paying all New York State sales taxes and shall properly display their New York State Sales Tax Certificate.
 - b. Vendors are responsible for obtaining and displaying event permits as required, and operating within any local, state, or federal guidelines or laws.

6. Vendor is solely liable for equipment (installation, operation, and tear down), and any other personal property at the festival. Vendor shows evidence that he or she has insurance coverage for said items to cover loss due to vandalism, theft, or any other casualty. Security is provided at specific designated times; however, any losses due to fire, theft, damage, or injury is the sole responsibility of the Vendor. It is specifically agreed that City of Albany Alive at Five Committee shall be held harmless for any claim of theft, vandalism, casualty, or loss.
7. The Vendor shall defend, indemnify, and save harmless the City of Albany Alive At Five Committee, and their employees and agents, from and against all claims, damages, losses and expenses (including, without limitation, reasonable attorney's fees) arising out of, or in consequence of, any negligent or intentional act or omission of the Vendor and/or the Vendor's employees or agents, to the extent of the responsibility of the Vendor and/or the Vendor's employees or agents for such claims, damages, losses, and expenses.
8. Food vendors must procure and maintain Commercial General Liability insurance coverage with limits of \$1,000,000 for each occurrence. An insurance certificate evidencing insurance coverage must be submitted not later than **May 6, 2011**.
9. Vendors will be prohibited from the use of polystyrene foam containers, cups, or bowls. Also known as "Styrofoam", these items are usually marked with the following symbol:



Any vendor found using the above mentioned products marked with this symbol will receive a warning. A second offense will be immediate termination of contract and removal from event without a refund of vending fee. Moreover, no products shall be sold in glass containers.

I understand and agree to abide by the above policies and procedures. Upon acceptance of my application, this form will be binding and will represent the terms of the permit agreement. I understand that the City reserves the right to remove any vendor, at any time, from vending during the concert series, without refund, if vendor is in violation of the City's Policies and Procedures.

Authorized Signature _____

Vendor Name (please print) _____ Date _____

Please return with application to:

**The City of Albany Office of
Special Events and Volunteer Services
4th floor City Hall
Albany, NY 12207
Attn: Cathy Kosa**

VENDOR PERMIT APPLICATION CHECKLIST

Did you remember to:

- 1. Fill out and submit application form completely. Incomplete forms and those lacking Sales Tax I.D. number will be immediately rejected.**
- 2. Read, sign, and submit the Policies and Procedures.**
- 3. Enclose proof of Commercial General Liability insurance, workers compensation (C105.2) and disability (DB-120.1) or a Certificate of Attestation of Exemption (CE-200).**
- 4. Enclose a diagram or photo of the booth and any signs/menus to be used.**
- 5. Enclose check or money order for permit fee.**

NOTE: Applications must include all items above to be considered.